

**City of Seattle
Civil Service Commission
July 18, 2012**

APPROVED SEPTEMBER 12, 2012

Call to Order: Commission Chair Casson called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Ellis H. Casson

Commissioner Steven Jewell

Commissioner Eric de los Santos

Jennifer A. Greenlee, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

PUBLIC COMMENT

No one signed up to speak

ACTION ITEMS

1. Approval of Meeting Minutes:

- **May 16, 2012:** Commissioner Jewell moved to accept the minutes. Commissioner de los Santos seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.
- **June 18, 2012 (Joint Meeting):** Commissioner de los Santos moved to accept the minutes. Commissioner Jewell seconded motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

2. Monthly Case Status Report & Appeals Update: The Commission reviewed the monthly case status report.

- **New:** An appeal in the matter of Jones v. Parks-CSC #12-01-005 was filed with the commission. The appeal has been delegated to the Office of the Hearing Examiner.
- **Update: Manion-Order Vacating the Modified Order of the Commission:** Commission counsel Gary Smith updated the Commission on the Writ of Review that was filed at King County Superior Court in the matter of Ken Manion, Jr. v. Personnel. Gary Smith stated the Assistant City Attorney filed a brief on behalf of the Commission and appeared before the judge on the matter. The appellant did not appear nor did a representative on his behalf. The Judge vacated the order. The Commission took no further action and a dismissal order will be issued closing the appeal.

3. **Executive Directors Report:**

- **Monthly Summit Budget Report:**

Ms. Greenlee updated the Commission on the combined budgets of the Commissions and noted the Commissions are on track for the month of July.

- **Proposed Dates for November Joint Meeting of the Commissions:** Ms. Greenlee proposed dates to hold a joint meeting of the PSCSC and CSC for coordination of the Executive Director's evaluation and Merit Leave. The CSC agreed that given the length of time Ms. Greenlee has been with the Commissions, that it may be best to propose to the PSCSC that the Commissions postpone doing the evaluation until 2013. However, the Merit Leave would be determined in November.

- **Former Commissioner and Executive Director Recognition:** Ms. Greenlee presented to the Commission the resolutions for the former Commissioner and Executive Director to be sent along with a gift for their years of service with the Commission. The Commissioners signed the resolutions.

DISCUSSION ITEMS

4. **Old/New Business/Update/Pending:**

- **No August Meeting:** The Commission agreed to not hold a meeting in August unless there was a matter that would need immediate attention. The next meeting is scheduled for September.

Adjourn: The meeting adjourned at 10:05 a.m.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 9/12/2012

/s/ Ellis H. Casson 9/12/2012

Teresa R. Jacobs
Administrative Staff Assistant

Ellis H. Casson
Commission Chair

Date